

Open: 2/23/04 - 8:30 AM

Close: 03/04/04 – 5:00 PM



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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### OFFICE ASSOCIATE IV

### Parking Department

### \$31,078 - \$50,195 ANNUALLY

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**NATURE OF WORK:** This is a responsible administrative position involving accounting work within the finance division of the Parking Department. Work involves reconciliation of revenue expenses, preparation of sales tax reports, preparation of monthly profit and loss statements, and audit work. Monitors and assists in preparation of departmental budget. Performs related work as assigned. **Note: The hours for this position are from 6:00 am to 2:30 pm Monday through Friday.**

**REQUIREMENTS:** Bachelor's degree in Public/Business Administration or a related field. One (1) year full time responsible administrative experience in public or business administration, including the use of personal computers. Additional related experience may substitute for education on a year for year basis.

**DESIRES:** Strong written and verbal communication skills. Strong interpersonal skills with the ability to establish and maintain effective working relationships with employees, city officials and the general public. Proficiency in Microsoft Word, Excel, and Outlook. Ability to work in a fast paced environment, meet strict deadlines and work under pressure. Excellent organizational skills. Knowledge of budgeting process is helpful. Detail oriented person with strong follow-up skills.

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Send **2** Detailed Resumes  
by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139  
**ATTENTION: OAIV-ANN**

CLASS NO: **2121**  
UC NO: **0414UO**

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**EOE/AA/ADA/VET PREF**